

# EXECUTIVE SECRETARIAT

## ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
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16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
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SUSPENSE		Date			

Remarks

*[Signature]*  
Executive Secretary

*8/28/84*  
Date

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

Executive Registry

84-6099

August 23, 1984

Mr. John M. McMahon  
Deputy Director  
U.S. Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. McMahon:

As promised in Section 13.2(e) of OMB Circular A-11, Preparation and Submission of Budget Estimates (July 2, 1984), we are providing the enclosed instructions for completing the narrative report and program/activity schedules that apply to your agency's civil rights programs. We have enclosed only the schedules for those program and activity codes which are applicable to your agency (each of the 32 agencies specified on the attached list should take care to follow the special instructions at item 5(b), "Data On Federal Civil Rights Activities").

All schedules are identical to those used during each of the last three years (with the exception that on the schedule for Program Code 10/Activity 30, agencies are requested to provide the total cost, not just the total number, of EEO investigations "contracted out" to private firms or other agencies).

While agencies are not required to complete schedules for program code 50 (Nondiscrimination in the provision of services and benefits by Federally conducted programs under section 504 of the Rehabilitation Act, as amended in 1978), we are nevertheless interested in any significant expenditures and accomplishments by your agency to date in complying with this statute.

Agency submissions (including an original and one copy of the narrative report and each applicable schedule) should be mailed on or before December 3. This reporting date is designed to assure that all agencies have sufficient time to report actual performance and expenditure data for the entire FY 1984. Agencies are responsible for providing updates and corrections for any FY 1985 or FY 1986 budget or performance estimates that change during the budget process.

Submissions should be addressed to:

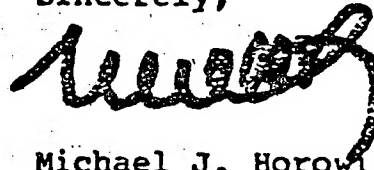
James A. Brown  
Acting Director  
Office of Civil Rights  
Office of Management and Budget  
Room 464, Old Executive Office Building  
Washington, D.C. 20503

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Your submission under Circular A-11 will be the primary source of data on the cost effectiveness of your agency's programs, and serve as the basis for decisionmaking in budgetary and other matters. Your cooperation in assuring the accuracy of the data will be appreciated. Should you have any questions, please do not hesitate to contact Jim Brown (telephone number 395-5600).

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael J. Horowitz", with a stylized flourish at the end.

Michael J. Horowitz,  
Counsel to the Director